



Project-ID

Manual

Registering yourself with Projectbox

Project-ID

- You receive an e-mail from Projectbox that you have been invited to join a project. The e-mail contains a link to Projectbox to register your details, or to check your details if you are already registered in ProjectBox.

Are you new to Projectbox? [Click here](#)

Have you registered before? Please follow the steps below.

If you have previously registered with ProjectBox

- Click the link in the e-mail you received.

Logging in

Please note: you already have an account. So, you do not have to create a new account. You can simply log in with your user name and password.

Log in to Projectbox by clicking this link:

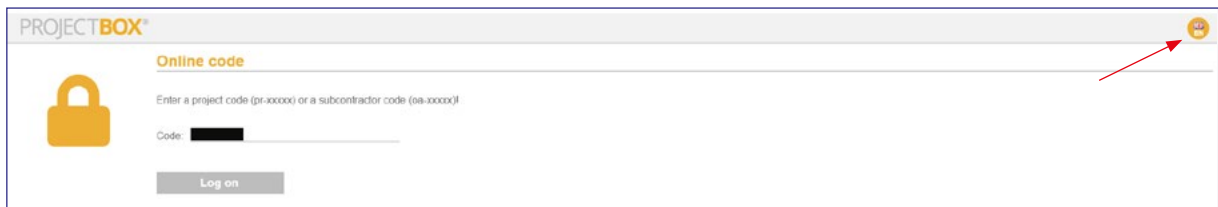
<https://online.deprojectbox.nl/code/>

If the link does not work, or if you cannot click it, then go to:

<https://online.deprojectbox.nl>

Your subcontractor code (onderaannemerscode) is:

- The default (standard) language is Dutch, if you want you can select a different language. Then click "Aanmelden/Log on".

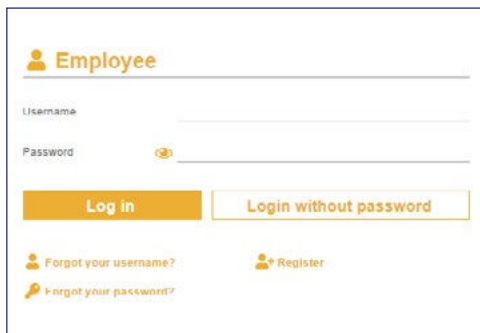


- Select the relevant project in the list to continue.



Project no.	Project name	Project location	Principal	Start date	End date	Status
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- This will take you to the log in screen.

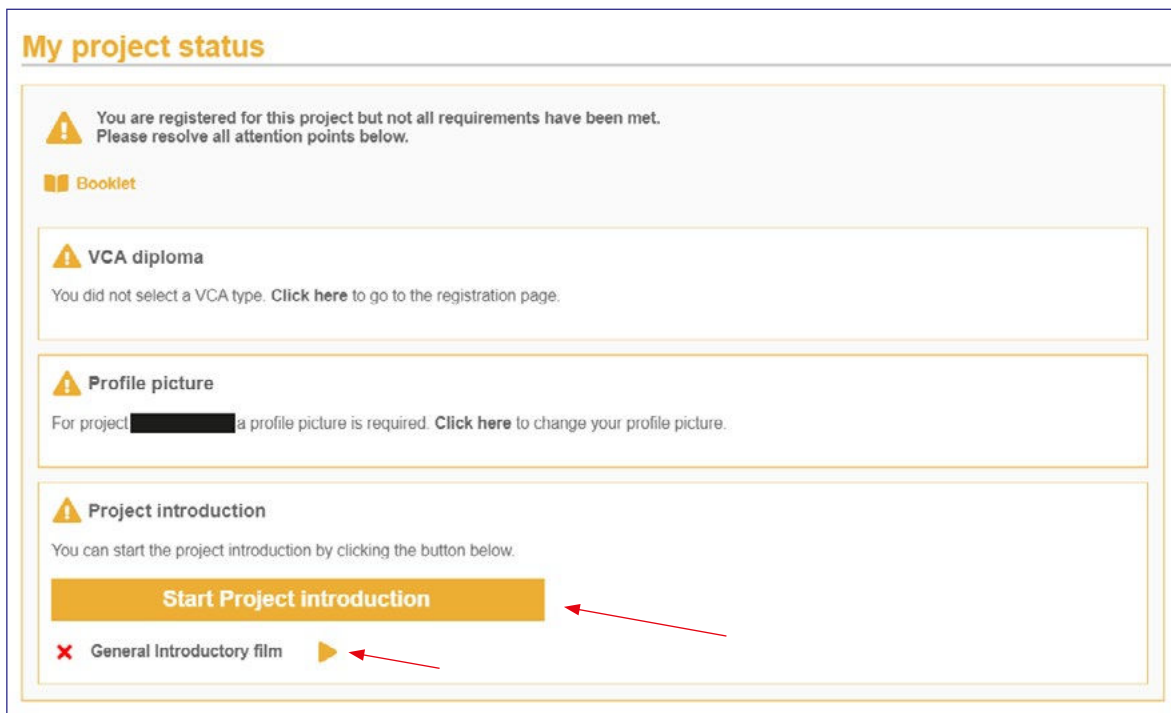



- Log in with your user name and password. If you have lost this information, then you can request it with "Gebruikersnaam vergeten/Forgot user name" and/or "Wachtwoord vergeten/Forgot password".

- Once you have logged in, please check your details. Then click “Bevestigen/Confirm” and go through all the steps.
 1. Education and training (e.g. VCA safety certificate), click “Volgende/Next”
 2. Profile photograph (you can add this now or later), click “Foto toevoegen/Add photograph” or click “Verder/Continue”.

Everyone (employee, contractor, subcontractor, etc.) working on our sites is issued with a personal pass which gives them access to Kuipers sites. If there is no photograph, we cannot print a pass!

- You will eventually reach the “Mijn Projectstatus/My project status page”. Depending on the project there may be additional information. This could include a general introduction video, or project-specific information. You can view that under “Projectintroductie/Project introduction”.



- You have now been registered. Note: the first time you arrive at a project site you must show the gatekeeper/ construction manager the ID/passport you used to register with the system.
- You can now log out with .

New to Projectbox

- Click the link in the e-mail you received.

Setting your password

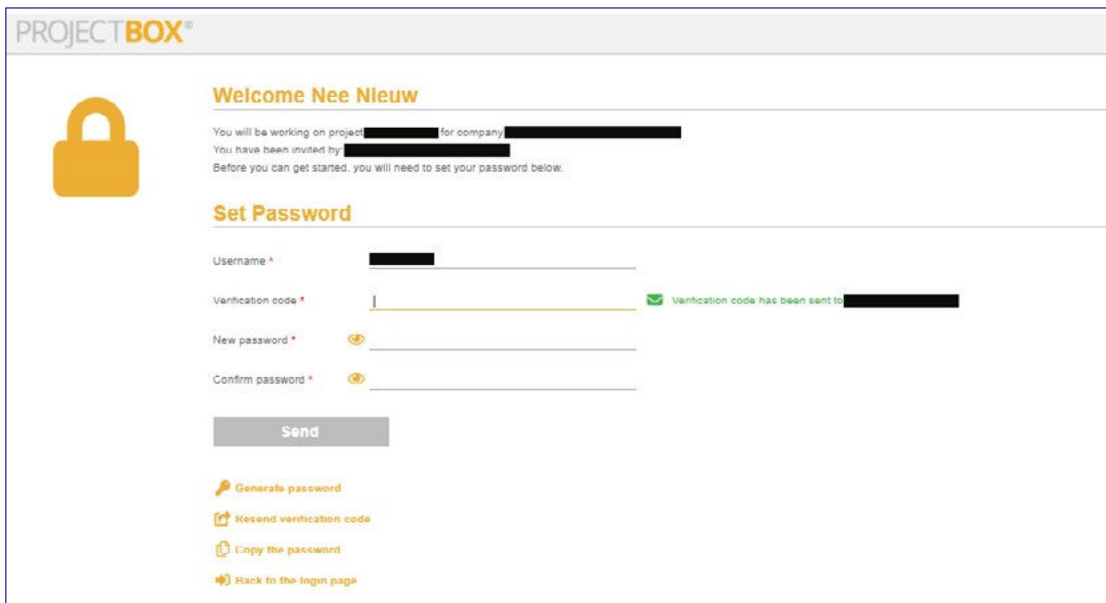
Here is a link to set the password you use to log in to the system.

[Klik hier om uw wachtwoord in te stellen](#)

This password link is valid for 1 week, and you can use it only 1 time.

After you have set your password you can log in at <https://online.deprojectbox.nl> with your subcontractor code (onderaannemerscode) demo1 and your user name (gebruikersnaam) 

- This will take you to the following screen.




PROJECTBOX®


Welcome Nee Nieuw


You will be working on project [redacted] for company [redacted]
You have been invited by [redacted]
Before you can get started, you will need to set your password below.

Set Password


Username * [redacted]


Verification code * [redacted]  Verification code has been sent to [redacted]


New password *  [redacted]


Confirm password *  [redacted]

Send

 [Generate password](#)

 [Resend verification code](#)

 [Copy the password](#)

 [Back to the login page](#)

- Enter the verification code (note: you will receive this in a separate e-mail).
- Choose a password and confirm it.
- Click "Send".

- This will take you to the following screen.

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Login procedure

1) Subcontractor Code

To get started you need a subcontractor code [redacted]
 This will take you to the online portal of [redacted]
 You can enter the subcontractor code at: <https://online.deprojectbox.nl>
 You can also use a direct link that will fill in the code for you:
<https://online.deprojectbox.nl/code/oa-54844>

TIP: Add the direct link to your bookmarks

2) Project

Then choose the right project from the project list.
 The project you have been invited to is [redacted]

TIP: Only projects with a green icon are online.

3) Login

Next you can log in with your username and password.
 Don't forget what your username is and write it down.
 Your username is [redacted]

I get it

- Read everything and click "I get it".
- The following screen will appear. The default (standard) language is Dutch, if you want you can select a different language. Then click "Aanmelden/Log on".

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Online code

Enter a project code (pr-xxxxx) or a subcontractor code (oa-xxxxx)

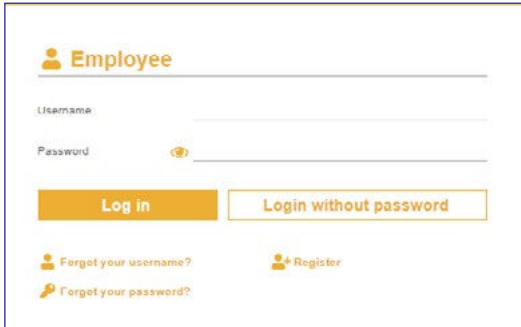
Code: [redacted]

Log on

- Select the relevant project in the list to continue.

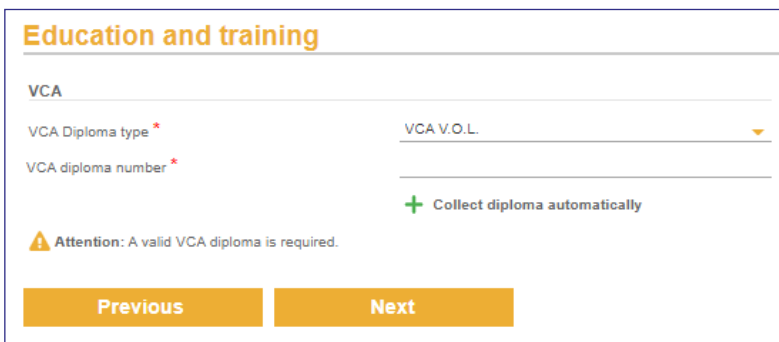
Click on the appropriate project in the list						
Project no.	Project name	Project location	Principal	Start date	End date	Status

- This will take you to the log in screen.



The screenshot shows the 'Employee' login interface. It features a header with a person icon and the word 'Employee'. Below this are two input fields: 'Username' and 'Password'. The 'Password' field has a small eye icon to toggle visibility. There are two buttons: 'Log in' (orange) and 'Login without password' (white with orange border). At the bottom, there are links for 'Forgot your username?' and 'Forgot your password?' (both with person icons) and a 'Register' link (with a person icon).

- Log in with your user name and password.
- Once you have logged in, check your details and add information where required. The fields marked with red asterisks are mandatory, you always have to enter information in them. Then click "Bevestigen/Confirm" and go through all the steps. If something incorrect or incomplete, the field will turn red and you will not be able to continue.
- Now indicate if you have a VCA certificate.
Select the type of certificate you have, and enter the certificate number. The information is then retrieved when you click "Certificaat automatisch ophalen/Retrieve certificate details".



The screenshot shows the 'Education and training' form. It has a header with the title 'Education and training'. Below this is a section titled 'VCA'. There are two input fields: 'VCA Diploma type *' and 'VCA diploma number *'. The 'VCA Diploma type *' field has a dropdown menu showing 'VCA V.O.L.'. Below these fields is a green plus icon and the text 'Collect diploma automatically'. At the bottom, there is an orange 'Previous' button and a white 'Next' button with an orange border. An attention message at the bottom left states: 'Attention: A valid VCA diploma is required.'

If you do not have a VCA certificate, then select "Geen/None". Click "Volgende/Next" to continue.



- Add a photograph for your site access pass.
Everyone (employee, contractor, subcontractor, etc.) working on our sites is issued with a personal pass which gives them access to Kuijpers sites. If there is no photograph, we cannot print a pass!
You can take a picture with a webcam, or you can upload a photograph.

Profile picture

For project [redacted] a profile picture is required.

You do not have a current profile picture.

You do not have a profile picture for projects by Kuipers.






Add picture or Continue


If you cannot add a photograph now, then click “volgende/next” to continue without a photograph.


- You will reach the “Mijn Projectstatus/My project status page”. Depending on the project there may be additional information. This could include a general introduction video, or project-specific information. You can view that under “Projectintroductie/Project introduction”.


My project status

 You are registered for this project but not all requirements have been met. Please resolve all attention points below.



 Booklet


 **VCA diploma**
You did not select a VCA type. [Click here](#) to go to the registration page.

 **Profile picture**
For project [redacted] a profile picture is required. [Click here](#) to change your profile picture.

 **Project introduction**
You can start the project introduction by clicking the button below.

Start Project introduction

 General Introductory film 

- You have now been registered. **Note: the first time you arrive at a project site you must show the gatekeeper/ construction manager the ID/passport you used to register with the system.**
- You can now log out with .